

Minutes of Waukesha County Airport Operations Commission  
April 11, 2012

Chairman Crowley called the meeting to order at 8:00 a.m.

**Commissioners Present:** Crowley, Schoepke and Falstad. Excused: Richards & Bluemke.

**Others Present:** Val Ramos, Airport Administration; Ken Witt, Tower Chief Harry Becker, Atlantic Aviation; Kurt Stanich, Airport Operations; Jim Singer, Flight for Life; Betsy Forrest, Public Works Dept.; and Keith Markano, Airport Manager.

**Approve modify minutes of Minutes of December 14, 2011 and January 11, 2012**

Commissioner Falstad motion to approve minutes of December 14, 2011 with second by Commissioner Schoepke. Motion passed.  
Commissioner Schoepke motion to approve minutes of January 11, 2012 with second by Commissioner Falstad. Motion passed.

**Public Comment/Correspondence** – None

**Discussion and action on a height limitation variance request by the Waukesha County Parks and Land Use Department for use of a temporary crane during construction of the new Health & Human Services building on Riverview Road** – Mr.

Markano explained use of the crane during construction of the new Health & Human Services building. Study on this has not been completed but has been entered into the OEAA data base for the FAA to review and approve which is standard practice. At times the crane will be at 140 feet AGL (Above Ground Level). Contractor will have the crane flagged and lighted. When not in use the crane will be lowered in a nested position the same height as the building. The crane is not an obstruction to the airport, it sits off center to the east of the approach for runway 36. After January 31, 2013 they will be going to a 70 foot crane. As what was done with the jail construction and solar panel project, the Commission can approve a temporary variance request contingent upon final determination of the FAA study and any restrictions or conditions that the FAA places on use of the crane. In doing this Parks and Land Use will have the information from the Commission to go to the Board of Adjustment and request approval of a temporary variance until the FAA Letter of Determination is received.

Falstad – Perceive any problems with this?

Markano – No, this is standard and as long as the study is done there should not be any problems.

Schoepke – What is time for use of the crane?

Markano – Start sometime in June depending on when the study is done.

Falstad – Is anything done to notify pilots of this?

Markano – We use to issue Notices to Airman (NOTAMS) and put them up with effective date range but the FAA made the determination that cranes no longer need notices.

Ken Witt – This information can be made on the ATIS (Air Traffic Information System). The crane height, when in use, location and distance from the airport will be made to alert pilots.

Falstad – Motion to approve, with second from Schoepke, the variance contingent upon final determination from the FAA study or restriction and then to the Board of Adjustment. Motion passed.

**Chairman's Report** – None

**Airport Manager's Report**

**2331 Aviation Drive** – Received correspondence from M & I Bank requesting a Landlord's Estoppel Certificate and Landlord's Release and Consent for the loan from the bank to be approved. Worked with lawyer from M & I and sent documents to Corporation Counsel for review. The documents were completed, signed and notarized for loan approval. A signed copy of the documents is in the lease file.

Falstad – Asked if this information was requested for borrowing money.

Markano – Some banks request these documents when considering a loan because they want to make sure the person is not in default of the lease. If there is a default and the County takes any action, the bank is notified for them to cure within a specified time stated in the agreement.

**Strategic Planning**-The Department plan is now completed. The Airport division plan needs to be completed by the end of the month. There should not be too many changes from the previous plan. All of the division managers have been assigned tasks for items that are in the new plan. Training and development was assigned to Mr. Markano. Mr. Markano will be working with other division managers to come up with a department wide training compliance.

**Lean Government Initiative**-Series of meetings starting April 24th and will get more information on this program. Mr. Markano does not know exactly what Lean Government is, but participants will discuss examples of lean principles being used in government and identify areas of possible waste. There will be different modules to go along with this program starting in September.

**Airport District Office change (FAA)**- The airport has been in the Minneapolis Airports District Office area, Wisconsin is going to be shifted to the Chicago Airports District Office. This will take place as early as federal fiscal year 2014. Mr. Markano not sure if this will have an impact on funding.

**Airfield** – The 95% plans for the taxiway project came in. Will review the plans and the bid documents and looking at opening bids on May 17<sup>th</sup> for the taxiway reconstruction project. Pavement- County highway recently did crack sealing on the airfield. They will also do the center-line re-striping on the airfield. They also cleaned and regraded the drainage swale on Aviation Drive by the Terminal. The airport will also be participating in a pavement maintenance plan for street side maintenance with the Public Works engineering division.

**Airport Layout Plan**-In March met with the BOA, Mead & Hunt and several divisions of the FAA regarding the latest variation of the safety area project. The ALP went out with answers to questions that the FAA had posed and hopefully this will be approved by the ADO and we can finish the environmental assessment by the end of September. Once this is completed we can move forward with the safety area project.

**Sponsor Workshop (BOA)**-In January we found out we were getting \$700,000 for the taxiway reconstruction project. The original project was to reconstruct taxiways C and D. The area by the Quad hangar was constructed about the same time the original runway was in 1960. This is a very low area of the airport and rises as you go south towards Quad. This project is going to require that this area be taken out completely, the old base course as well and stabilize it. and then match the grades on the existing ramp so there is no ponding created. Once past where the elevation starts to rise we can fly ash and bring in fill to match the additional pavement height with the ground surrounding it.

**Incident**-On March 17 approximately around 11 pm a Cessna's right main gear collapsed. The plane was removed and runway cleaned up. The airport was closed for about five hours.

**Conferences**-AAAE (American Association of Airport Executives) conference is April 28 to May 3. The WI State Aviation conference is May 7-9, this meeting conflicts with the Airport Operations meeting scheduled for May 9. Recommend rescheduling May meeting to May 16. Will send notice out to Commissioners to confirm the date.

#### **Tower Activity and Fuel reports**

Mr. Stanich – Three months of data, looking at the quarter report fuel revenue and traffic operations actually starting to notice a trend since 2010, gaining in both tower activity and fuel numbers on the rise. Very positive and looks encouraging.

**Wings Over Waukesha (WOW) update:** Sponsorship package was presented to the Commission; small core group meet every week and go over details; working with Mr. Becker and several local banks in the area to make up for cash short of last year and trying to get sponsorship money to help make up cash short so we do not have a loan to pay off; ground improvements have been made for a better entry way and parking will be at Expo Center for the event; working with Tom Poberezny(former chair of EAA) to help event improve business wise for a more successful show; this year will obtain credit card to cover expenses; volunteer doing a great job updating the website for the event and volunteer staff just keeps growing. Air show dates are August 25 and 26 and this year tickets will be available on line ([www.wingsoverwaukesha.com](http://www.wingsoverwaukesha.com)).

Crowley – Security?

Stanich – Working with the Sheriff's Department. ICS (Incident Command System) flow chart is in place.

#### **Future Agenda Items**-None

#### **Adjourn**

Commission Falstad moved to adjourn with second by Commissioner Schoepke. Motion passed. Meeting adjourned 8:50 a.m.

**Next meeting: Wednesday, May 16, 2012 at 8:00 a.m.**

Respectfully submitted,

Michael A Crowley  
Chairman  
April 11, 2012